



MEMORANDUM
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COSHAC
Agenda Item No. 6 (A)
September 14, 2005

TO: Honorable Chairwoman Rebeca Sosa
And Members, Community Outreach, Safety &
Healthcare Administration Committee

DATE: August 17, 2005

FROM: Kay M. Sullivan
Director, Clerk of the Board Division

SUBJECT: Approval of Commission
Committee Minutes

The Clerk of the Board's office is submitting the following Clerk's Summary of Minutes for approval by the Community Outreach, Safety and Healthcare Administration Committee:

June 3, 2005 Budget Workshop

KMS/js
Attachment



CLERK'S SUMMARY OF
Meeting Minutes
Community Outreach, Safety & Healthcare Admin
Cmte

Rebeca Sosa (6) Chair; Javier D. Souto (10) Vice Chair; Commissioners Bruno A. Barreiro (5), Dr. Barbara Carey-Shuler (3), Jose "Pepe" Diaz (12), and Natacha Seijas (13)

BUDGET WORKSHOP

Friday, June 3, 2005

8:30 AM

CONFERENCE ROOM 18-3

Members Present: Natacha Seijas, Rebeca Sosa.

Members Absent: Bruno A. Barreiro, Dr. Barbara Carey-Shuler, Jose "Pepe" Diaz, Sen. Javier D. Souto.

Members Late: None.

Members Excused: None.

1A INVOCATION

1B PLEDGE OF ALLEGIANCE

1C ROLL CALL

Report: *The following staff members were present:
Assistant County Managers Alina Hudak and Alex Munoz; Assistant County Attorney Eugene Shy;
and Deputy Clerk Jovel Shaw.*

Chairwoman Sosa called the meeting to order at 8:48 a.m.

Chairwoman Sosa asked that the Commission Auditor examine and assess the departmental budget presentations to provide an analysis of ways to improve ways of saving cost while providing direct services to the community.

2 REPORTS

2A

051501 Report

DEPARTMENTAL BUDGET PRESENTATIONS:

Report Received

COMMUNITY RELATIONS BOARD
 INDEPENDENT REVIEW PANEL
 HOMELESS TRUST
 DEPARTMENT OF HUMAN SERVICES (YOUTH CRIME
 TASK FORCE)
 COMMUNITY ACTION AGENCY
 ANIMAL SERVICES DEPARTMENT
 PUBLIC HEALTH TRUST
 ELECTIONS DEPARTMENT

Report: *Departmental representatives appeared before the Committee to present its departmental fiscal year (FY) 2005-06 budget information that contained the following budget review forms:*

*--Departmental Table of Organization
 --Departmental Staffing Chart
 --Overview of Departmental Revenues and Expenditures
 --Major/Significant Activities and Programs
 --Departmental Issues Affecting the FY 2004-05 and FY 2005-06 Operating and Capital Budgets
 --Payments from Other Departments
 --Payments to Other Departments
 --Federal, State and other Grant Funding Sources
 --Personnel Positions and Salaries and Fringes
 --Reconciliation of Personnel Positions (FY 2004-05 to FY 2005-06)
 --Personnel Positions Vacancies as of March 31, 2005
 --Temporary Contract Personnel (FY 2004-05 and FY 2005-06)
 --FY 2004-05 Revenues Expected to be Reduced or Eliminated in the FY 2005-06 Budget
 --Revenue Sources Ending Within Three Years (FY 2005-06, FY 2006-07, and FY 2007-08)
 --Cash Deficits
 --Uncollected Revenues
 --Departmental Operating Budgets Requiring Budget Amendments
 --Budget Reductions proposed for FY 2005-06
 --Proposed Efficiencies for FY 2005-06
 --Proposed Increases to the FY 2005-06 Budget
 --FY 2005-06 Capital Budget
 --Unfunded Operating Budget Needs
 --Unfunded Capital Budget Needs*

OFFICE OF COMMUNITY RELATIONS

Dr. Larry Capp, Director of Office of Community Relations (OCR) along with his Assistant Selena Williams presented the OCR budget. He stressed the need to restore the Assistant Director position, an Administrative Officer I and a Data Entry Specialist I positions.

In response to comments by Dr. Capp's regarding in-kind services to municipalities by OCR, Chairwoman Sosa noted although she supported the OCR providing initial assistance to other municipalities but not long term services.

Following further comments regarding the OCR's request for new positions, Chairwoman Sosa asked that the OCR Director determine the feasibility of reorganizing the department.

Ms. Vivian Prieto, Budget Analyst, Office of Strategic Business Management noted a budget analyst position was identified for each of the departments under Community Outreach, Safety and Healthcare Administration Committee (COSHAC) jurisdiction.

Following Assistant County Manager Hudak's comments pertaining to the County Manager's forum with departments to discuss departmental budgets, Chairwoman Sosa encouraged the OCR Director to prioritize its needs and to identify cost savings where possible. She asked that the Director explore opportunities to work closer with the Hispanic community and to increase communication with the entire community.

Dr. Capp noted the OCR's budget was reduced by \$45,000 when the Community Relations Assistant position was eliminated.

Chairwoman Sosa asked that Dr. Capp reanalyze OCR budget increases to decrease its overall departmental budget.

INDEPENDENT REVIEW PANEL

Mr. Eduardo Diaz, Director, Office of Independent Review Panel (IRP) presented the IRP budget.

In response to Commissioner Seijas' comments regarding outreach to inform the community of the IRP, Mr. Diaz provided an overview of the outreach efforts by the IRP which consisted of metro rail train posters and brochures that are

distributed via public transportation within Miami-Dade County. He noted that staff took advantage of every opportunity such as radio to inform the community of the IRP. Mr. Diaz noted that efforts were underway to inform community based organizations of the IRP.

HOMELESS TRUST

Mr. David Raymond, Executive Director, Office of the Homeless Trust presented the Homeless Trust budget. He informed the Committee members that the Homeless Trust does not receive General Funds and the Trust was funded from State and Federal grants.

In response to Commissioner Seijas' comments regarding affordable housing, Mr. Raymond stated that the issue of affordable housing would be part of the Homeless Trust 10-year plan. He noted that meetings would occur with the Miami-Dade Housing Agency and the Human Services Alliance Coalition to discuss affordable housing.

Discussion ensued in connection with role of domestic violence in homelessness and vouchers for housing.

Chairwoman Sosa asked that the County Attorney prepare a resolution and coordinate with the Office of Intergovernmental Affairs a meeting with the Florida Legislature to discuss legislative efforts to address the percentage of homeless individuals who were victims of domestic violence who became homeless. She stressed the need to identify those domestic violence individuals.

In response to Chairwoman Sosa's inquiry regarding what percentage of private funding was received by the Homeless Trust, Mr. Raymond noted approximately \$200,000 of the Trust's budget were funded from private sources.

Commissioner Seijas discussed the role of animal services in working with the homeless population.

Assistant County Manager Alex Munoz noted the Animal Services Mobile (ASM) Unit and will follow-up with Commissioner Seijas regarding how the ASM Unit could provide services to the homeless population for their pets.

DEPARTMENT OF HUMAN SERVICES

Ms. Mae Bryant, Acting Director, Department of Human Services (DHS) presented the DHS budget.

Extensive discussion was held in connection with the number of job vacancies existing for more than one year, existing legislation by the state and federal government governing time limitation on job vacancies, and the funding sources cut that attributed to vacancies in the DHS and the request for additional job positions.

Commissioner Seijas asked that the DHS provide more community outreach and awareness to educate the public on services offered by this department.

Ms. Bryant noted the television and radio media was used to educate the community.

Commissioner Seijas suggested each commissioner's newsletter be used to educate the public on elderly and children services provided by the DHS.

Chairwoman Sosa noted she supported Commissioner Seijas' proposal.

In response to comments by members of the Committee regarding elderly services, Ms. Bryant indicated that a draft report was prepared identifying the elderly services provided by the DHS in each commission district and a copy of this report would be forwarded to Committee members.

Chairwoman Sosa emphasized the need to reduce overtime paid to County employees. She asked that the County Administration provide a report identifying employees who were paid overtime across-the-board.

In response to Chairwoman Sosa's request that the DHS review the vacancies identified in its FY 2005-06 Budget Information, Assistant County Manager Munoz stated that a report would be provided to the Committee members identifying the number of vacancies in the department, the salaries for each position and whether the department intends to fill the vacancies as requested by Commissioner Seijas.

Following Ms. Bryant's comments pertaining to the waiting list for the Head Start Program, Chairwoman Sosa suggested Ms. Bryant's

comments regarding this matter be presented before the County Commission.

Commissioner Seijas suggested the funding source for the Refugee Family Services Haitian Youth Program provide services to both Cuban and Haitian refugees.

COMMUNITY ACTION AGENCY

Ms. Ophelia Brown, Director, Community Action Agency (CAA) presented the CAA budget.

Following a discussion regarding the number of job vacancies with the CAA, Chairwoman Sosa requested that staff review the vacancies according to resolution (R-96-05) establishing the County's policy for long-term vacant positions.

Discussion ensued between CAA staff and the members of the Committee regarding the CAA staffing, the high turnover rate and salaries for the Early Head Start Program teachers.

Commissioner Seijas asked that the County Manager investigate and determine the reason for the high turnover rate in the CAA.

Committee members and County staff discussed future objectives to save cost where necessary and allocate more funding to address the greater community needs; the role of One Stop Centers and the South Florida Work Force; the benchmarks for establishing the success of the Self-Help Institute; and the need for more information regarding the 60 positions in the Self-Help Institute.

Committee members also discussed the number of Job Developer positions in the CAA, the overlapping of services provided by Greater Miami Service Corps and the Self-Help Institute, and the need to conduct annual assessments to ensure that the community needs particularly considering the influx of elderly citizens to Miami-Dade County.

Chairwoman Sosa requested that Assistant County Manager Crapp provide a report to the Committee including a reorganization plan of the CAA aimed at providing more funding for direct services. She asked that the report address a cost savings which provide a better paying salary for teachers in the Head Start Program and overtime payment to its

employees.

In response to Commissioner Seijas' comments regarding the elimination of the Citizen's Participation Division (CPD), Assistant County Manager Crapp noted the County Manager would consider shifting the CPD to the Office of Community and Economic Development.

Commissioner Seijas stated she looked forward to a status report on the Citizen's Participation Division.

Discussion ensued in connection with the implementation of a centralized management information and technology system within the CAA to monitor the operations to improve overall departmental productivity and efficiencies.

Commissioner Seijas requested that a report on those clients who benefited from the Temporary Assistance for Needy Families be provided by the CAA.

Chairwoman Sosa requested a report identifying all CAA centers, the salaried positions, and the operational costs for each center, including costs for rented office space.

ANIMAL SERVICES

Assistant County Manager Munoz provided an update on the efforts to recruit a new Department Director for Animal Services with a background in veterinary care and shelter management.

Captain Carlos Vazquez, Animal Services Unit, Miami-Dade Police Department (MDPD) provided an overview of the carryover budget in the amount of approximately \$300,000 for Animal Service Departmental Revenues.

Discussion ensued between the Committee members and staff regarding the administrative reimbursement to the MDPD for salaries, the increase in the number of part-time employees and the Pet Adoption Program.

Commissioner Seijas requested that more information be provided on the Pet Adoption Program, specifically how to volunteer at the animal shelter and to follow through on the vaccination records for pets that are owned by elderly citizens.



Chairwoman Sosa requested an update on funding from the General Obligation Bonds for the Animal Services Building Expansion II and the new Animal Shelter.

Assistant County Manager Munoz stated that staff was currently trying to identify land to build the animal shelter.

PUBLIC HEALTH TRUST

Chairwoman Sosa stated that the budget information provided by the Public Health Trust was not sufficient and that the PHT submit the appropriate FY2005-06 budget review forms at the next Committee Budget Workshop meeting.

Following a discussion regarding the date for the next Committee Budget Workshop, Chairwoman Sosa stated that the June 8, 2005, COSHAC Budget Workshop would be rescheduled for June 13, 2005. She asked that the PHT report on Jackson Health Systems' plans to balance its budget.

Further discussion ensued between Committee members and Jackson Health Systems' representatives regarding safeguards to be implemented by the PHT to prevent the misuse of the taxpayers' dollars, specifically internal controls and staffing changes that need to occur at Jackson Health Systems.

ELECTIONS DEPARTMENT

Chairwoman Sosa discussed the need for sufficient staffing to protect the integrity for the citizen's initiative, referendum and recall petition process to ensure fairness.

Discussion ensued between Committee members and Mr. Lester Sola, Director, Elections Department regarding past budget amendments for prior elections, the resources needed for different types of elections, the 15-day State mandate to conduct early-voting for an election, the projected \$2.4 million cost for November elections, staffing and other elections preparations.

Assistant County Manager Hudak pointed out the need for the County departments to be staffed at sufficient levels.

Chairwoman Sosa asked that the County Administration and the County Attorney provide a complete analysis of the Elections' Department software contract.

Commissioner Seijas asked the County Manager ensure that the Elections Department was funded properly.

In conclusion, Chairwoman Sosa suggested seasonal hiring by the Elections Department be eliminated; that overtime pay is decreased; that the Elections Department is reorganized to avoid increasing in administrative cost associated with staffing.

2A SUPP.

051708 Report

EXECUTIVE SUMMARY OF DEPARTMENTAL BUDGET SUBMISSION:

Report Received

COMMUNITY RELATIONS BOARD
INDEPENDENT REVIEW PANEL
HOMELESS TRUST
DEPARTMENT OF HUMAN SERVICES
COMMUNITY ACTION AGENCY
ANIMAL SERVICES DEPARTMENT
ELECTIONS DEPARTMENT

3 ADJOURNMENT

Report: *There being no further business to come before the Committee, the meeting adjourned at 12:04 p.m.*